



# CITY OF ATLANTA

## Job Announcement

### EXECUTIVE ASSISTANT

**STARTING SALARY: \$50,403**  
**SALARY GRADE: 27**

**Applications Accepted From: February 2, 2005 Until the Position is Filled or**  
**Until February 25, 2005**

#### **Minimum Job Requirements\***

Persons applying must have a bachelor's degree in Business or Public Administration, or related field; and, five years of management, public relations, communications or related experience or an equivalent combination of training and experience.

#### **Duties of the Job:**

This employee provides analytical and administrative support for the Commissioner of Parks, Recreation and Cultural Affairs. Duties include, but are not limited to: managing the Commissioner's schedule, developing programs; maintaining communication links with senior management; providing direction on managerial or administrative policies and procedures, preparing productivity information and workload evaluations; responding to public inquiries concerning departmental operations, policies and procedures and performing related duties as required.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Apply at: Department Of Human Resources, 68 Mitchell Street SW, Suite 2107 Atlanta, GA 30303

Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

**The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual job applicants.**

**The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.**

\*Verification required prior to appointment.

02/01/2005

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